

**SECRET**C O P Y

18 December 1947

MEMORANDUM FOR: Assistant Director for Special Operations  
Executive for Administration and Management

SUBJECT: Administration of Property and Supplies for  
the Office of Special Operations

REFERENCE: Administrative Instruction [REDACTED] dated 11 February 1947, Subject: Accountability and Responsibility of Property at CIA Installations.  
Administrative Instruction [REDACTED] dated 4 Sept 1947, Subject: Property Survey Board

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1. Procurement and Accountability of Property,  
Supplies and Equipment

a. All non-operational and housekeeping property, supplies and equipment for OSO in Washington will be furnished by the Services Branch, A&M and will be subject to its controls and property regulations.

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(2) The ADSO will prescribe the property regulations and controls for operational property provided for and utilized by his office and its field stations.

(3) Property regulations and controls prescribed under this delegation of authority will conform so far as practicable to those prescribed for other activities of CIA.

c. Those items for overseas use which do not present security risks in procurement or shipment will be furnished by the Services Branch, A&M.

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2. Establishment of a Property Survey Board

a. There is hereby established a Property Survey Board for OSO to be composed of a representative appointed by ADSO and one representative each, acceptable to him, from the Office of the Executive for Inspection and Security and the Office of the General Counsel.

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b. The actions of this board will be governed by the provisions of paragraphs 2 and 3 of CIA Administrative Instruction [REDACTED] dated 4 September 1947.

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3. The provisions of CIA Administrative Instructions [REDACTED] in conflict with the above directive are not applicable to the activities of the Office of Special Operations.

/s/ R. H. Hillenkoetter  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

cc: Chief, Services Branch  
Chief, Budget & Finance Branch  
Chief, Management Branch  
General Counsel  
Executive for I&S

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